

**Woonsocket Senior Center  
Board of Directors Meeting**

**Minutes of the December 9, 2010 Board of Director's Meeting**

**Attendance: Roger Bouchard, Deb Chiacu, Germaine Gaulin, Delores Joly, Pauline Demers, Chairman Dan Peloquin, Matt Wojcik Director of Human Services**

**Also Attending: Charles Ryan Business Manager/Senior Center, Jill Anderson, Executive Director Senior Services and Linda Plays, City of Woonsocket Department of Human Services**

**Call to Order—Chairman Peloquin called the meeting to order at 10:38 a.m. Peloquin thanked the group for nominating him to chair the board.**

**Review and Approval of Minutes—The meeting minutes of November 18th were approved with corrections. MOTION to approve by Bouchard and seconded by Wojcik—all in favor.**

**Public Comment—The Chair asked if there was anyone who wanted to speak. There were no members of the public present for comment.**

**Presentation of Vouchers—Wojcik summarized the vouchers for the**

group. The first set was routine/monthly vouchers MOTION to approve by Bouchard and seconded by Peloquin.—all in favor. The ordinance states the vouchers needed to be approved by the board and signed by the chair to be submitted for payment. Peloquin asked about a particular voucher regarding heating repairs. Ryan told the group that a motor/inducer that operates the main heater for the dining room broke down. Wojcik told the group that an emergency voucher was approved by the city to Victory Heating due to an equipment failure. Wojcik suggests that the group to participate in the CDBG process and get capital expenditure funds to include a phased replacement of units. Peloquin asked for approval of the heating vouchers/invoices as presented. MOTION by Wojcik and seconded by Bouchard to approve the vouchers as presented—all in favor.

- Reimbursement to RSVP/staff (maintenance wages). Demers asked how many were on the staff. Ryan replied 4 (2 fulltime, 2 part time) MOTION was made Wojcik and seconded by Bouchard to approve as presented—all in favor.

By-Laws—Demers said she emailed questions regarding By-laws to Wojcik and Peloquin. She said she received answers from Wojcik. Wojcik said the city carries a blanket policy for all appointed/elected officials for “errors and omissions”. He wanted to assure the group that this was underwritten through Keough Kirby. MOTION was made by Wojcik and seconded by Bouchard to approve as presented—all in

favor.

**Financial Report—Chuck Ryan presented the financial report—to be kept in file as a communication. He pointed out the majority of income is through grants. Wojcik asked about the RI Department of Elderly Affairs Grant. Ryan said it was put in electronically into the city's account. It gets flagged through the treasury department as a legislative grant.**

- **Anderson said in the past Senior Services was sent a “maintenance of effort” agreement although her board expressed that they would like more detail. She said they don't currently have an active agreement and pay the rent in “good faith” and expressed that the board have a more active role in saying what the “agreement” should be. Wojcik said one this is a “very uncomfortable” arrangement. He suggests that there should be a lease and the boundaries determine “who” pays for “what”, and “who's” insurance covers “who”. Wojcik said this must be memorialized “in a legally recognizable document”. He pointed this would protect all parties involved and he also said when you have medically fragile people in the building it makes it all the more greater to get this done. Wojcik distributed the RFP (draft). Wojcik said he feels that when a Primary Service Provider is chosen there will be a contract with the services they provide and a lease to clearly define. Wojcik asked both Ryan and Anderson if there is a written policy about what to do if somebody falls in the facility. Anderson replied that there is a nurse on staff and nobody moves the**

individual. If it is a serious injury then 911 is called. She said its dependant on the injury and Wojcik asked again if there was a “written” policy. The answer was that there is a “procedure” in place, but not a “written” policy. Anderson said Senior Services nurses carry their own insurance. Bouchard asked what the next mechanism was to get the “lease” in place. Wojcik said the way the RFP is written going out to the “market” to see who wants to be the Primary Service Provider. Wojcik said the day to day maintenance would be of the provider after the process.

- **Activity Room/Recreation Room**— Ryan said he needed direction of the project and if he could proceed with the final phases. It called for additional work from JT Electric who is the original contractor. Proposal was received and placed on file. Quotes for the flooring were also presented, although they were from a year ago. Wojcik cautioned the board that there may be a myriad of problems for changed work orders or bids that are over a year old. Wojcik said there is a line item for the proposals to be taken out of the CDBG line item for capital expenditures. Although guidelines must be followed according to HUD regulations and continued guidance from Paulette Miller, Federal Grants Administrator. Wojcik made a MOTION that we accept the communication from the building manager for the quotes under the advisement of Paulette Miller and that the board request any additional information from Ryan which would include the original bid before a position is taken. Peloquin seconded the

**MOTION with all in favor.**

- **Senior Survey—Wojcik said we are trying to find the best way to administer the survey and document the needs analysis by asking people what they want. Bouchard suggests we reach out to the general public and find out why some people don't use the Senior Center.**

- **Adjournment The next meeting will be held on January 13, 2011 at 10:30 a.m. MOTION was made by Wojcik and seconded by Bouchard with all in favor. The meeting was adjourned at 11:33 a.m.**

**Respectfully Submitted by,**

**Linda S. Plays**